

**Parish Council Meeting
Held at East Meon Village Hall on
Monday 16 March 2026 at 18:30.**

Minutes

Present: Councillors Matt Atkinson (Chair), Charles Ritchie (Vice Chair), Steven Ridgeon, Tom Tyrwhitt-Drake, Sarah Round, Jerry Sillence, Trudie Lang and Simon Sharp.
Robert Mocatta (District/County Councillor)
Sam Marchant (Clerk)
Two members of the public

1. Apologies for Absence

Apologies had been received from Cllr Chris Brooker.

2. To receive any declarations of personal or prejudicial interest

No declarations relating to items on the agenda were made.

3. Approval of Minutes

To approve the minutes of the meeting held on 26 January 2026

The Chair asked Councillors to consider whether the minutes were a true record. Councillors who had attended the meeting confirmed that they were accurate.

Proposed by Cllr Tyrwhitt-Drake

Seconded by Cllr Ritchie

Approved and signed by the Chair

4. Open Forum: for residents to raise any concerns

No concerns were raised however the Footpath Warden was present to discuss the replacement of stiles with accessible gates under the Footpaths item.

5. Finance & Admin

a) Finance Actuals vs Budget and list of Payments & Receipts report (20 January – 9 March): to approve (Appendix A)

The report was unanimously approved by Councillors.

b) PC Risk Assessment: to review & approve

Discussion points:

To add email breach and Village Hall as main meeting venue.

Precept and invoice initialling were noted.

Once changes noted had been made the Risk Assessment was approved.

c) Asset Register: to review & approve

Discussion points:

Agreed to remove the river fly equipment from the register.

Once reviewed and amended the Asset Register was approved.

d) Standing Orders: to review & approve

The Standing Orders were approved.

- e) IT Policy: to adopt
The IT Policy was adopted.
- f) Thoughts on action list and councillor communications (MA)
Councillors were happy with the approach.

6. Reports and Updates

- a) Footpaths & BOATs
 - i. Stile/accessible gate audit (SS)
Discussion points:
Thanks were noted to Brian Biggs for his report on the footpaths throughout the parish. Wet weather had increased damage; Ramsdean had been severely affected by a recent organised Mud Run event.
Regarding the three previously committed accessible gates, EHDC Cllr funding had been reduced to £500 once renewed in April. Proposal for the PC to buy one gate, Cllr Mocatta to fund one gate and Countryside Services to fund the third. This proposal was unanimously agreed by councillors.
One awkward stile remaining on Mercury hill and 2 very poor stiles needing accessible gates. The two broken stiles to be reported to Countryside Services for them to contact the owner directly for repair.

Actions:
Clerk to apply for EHDC Cllr funding for one gate once renewed in April
Clerk to action payment for one gate
BB to report the two broken stiles to Countryside Services
- b) Parish Land
 - i. War Memorial: to include cleaning and post repairs (MA/TL)
Discussion points:
Cleaning to wait for better weather; use weedkiller. CR has cleaning materials.
MA investigated replacement posts; had asked for a quote for 8 new posts.
TTD had also asked for a quote to replace.
Poppy wreaths to be collected at first mowing.
Request to contractor not to leave cuttings behind the memorial.

Actions:
MA and CR to arrange cleaning
MA and TTD to obtain quotes for post replacement.
MA to instruct contractor not to place cuttings behind the war memorial.

ii. Flagpole repair (MA)

Discussion points:

New socket and flagpole estimated £150 - £250.

Existing socket to remain for the Christmas Tree.

Install a new socket and a cap for socket when not in use approved.

Action:

MA to send details to Clerk to buy a new socket, flagpole and cap and to install.

iii. Grass cutting (TTD)

Discussion points:

First mow completed.

Contractor for mowing had requested an increase in pay due to higher fuel costs. Review required of prior agreed rates.

CR had asked QLS to cut The Green in preparation for the May Fair.

Action:

MA and Clerk to review contractor rates and propose adjustment.

iv. Fingerpost refurbishment (CR)

Waiting for longer days (end of March / clocks change).

Application submitted to SDNPA CIL for contribution to cover half the quoted amount.

Graveyard wooden fingerpost had been reported to Countryside Services for repair/replacement.

Actions:

CR to follow up SDNPA /CIL application.

CR to liaise with contractor.

CR and MA to monitor Countryside Services response in graveyard fingerpost.

c) Sports Pavilion/Football Pitch

i. Hire update (CR)

Discussion points:

Both teams continue to play for the second half of the season.

Archers had booked further sessions now the evenings were becoming lighter.

The agreed wedding had now been booked for May, and all regular hirers had been notified by CR.

Action:

CR and Clerk to continue to monitor hire and payments.

ii. Pavilion refurb (MA/CR/SS)

Discussion points:

Two quotes had been received (£58k and £86k + VAT) – need to verify scope/value.

Requested two more quotes. Neil Hunt a possible contractor however was thought to be busy.

Planning application required for change in roof materials.

Action:

TTD to ask Neil Hunt to advise and quote for works.

MA, CR and SS to obtain further quotes and progress planning application as needed.

iii. Football pitch hedging & fencing (MA/SR)

Discussion points:

MA proposed filling hedging gaps, fencing in need of refurbishment.

Consideration for permissive path around the pitch to link up regularly used routes.

RM provided contacts for advice on path routes.

Action:

MA & TTD to inspect and produce options for hedging/fencing and permissive path.

RM to send contact details to Clerk.

d) CIL Projects

i. Play Equipment (MA/SRound)

Discussion points:

Information had been circulated.

The Green playground initial quote of £54,000 for large scale equipment, this was itemised.

Recreation ground suggestion for a trim trail along the far side of the field would be in the region of £10,000 but further investigation needed.

Proposal to gather further quotes for both sites and look to prepare an application for SDNPA CiL funds in the next round in 2027.

Action:

MA and SRound to gather further quotes for both sites.

ii. Glenthorne Meadow wall (TTD)

Discussion points:

Contractor had suggested taking down walls either side of the road and rebuilding.

Estimated costs £20,000 (brick and flint)

Consider conservation issues and tree roots.

Need two further quotes.

Action:

TTD, JS and MA to obtain quotes.

e) Roads & Traffic

i. Frogmore Lane (MA)

Discussion points:

Hampshire Highways had repaired some potholes after all the heavy rain.

The larger potholes along Frogmore Lane had been repaired.

CLRs asked to continue to report highways issues on the Ourhants app and HH website.

Action:

All to continue to report highways issues using the Ourhants app and HH website.

ii. Traffic Calming (MA)

Discussion points:

Speed camera consideration; waiting on repositioning of the pole outside The Old School House.

Action:

MA to follow up repositioning of pole.

f) Workhouse Lane sewage leak (MA)

Meeting held with Southern Water; ingress of surface water into to the sewer system causing overload.

80-90 tanker loads were reported to have been removed in the last 2 months.

Houses along Workhouse Lane had been identified by SW to have rainwater directly entering the sewer system.

SW hoped to be able to offer water butts once funding had been sought.

Infiltration reduction plan had been discussed; discharges considered at sewage processor site.

SW had committed to a six-month timescale for lining works with follow up meeting scheduled for early September.

One pipe behind the shop believed to be sewage, confirmation awaited.

Compensation to affected residents was being arranged.

Three of the newer housing developments had not been officially adopted due to issues.

Planning enforcement expected for repair at the Coombe Road development.

Action:

MA to monitor progress and share updates.

Clerk to schedule follow up meeting with Southern Water in September.

g) Lengthsman: to note work completed and call for jobs (TL)

Discussion points:

Suggested jobs to be sent with photos via Whatsapp.

Branches on Glenthorne Meadow to be collected.

Actions:

TL to collate and send jobs (with photos) to the Lengthsman.

TL to send welcome email for the start of Spring to allotment holders.

h) Environment & Nature (SR)

Discussion points:

Maintenance proposals for the Recreation Ground and The Green nature hedging for Autumn.

Flow splitter / gate at The Cross – fund raising targeted for 2028 with possible CiL application.

HCC had provided a new Elm Tree near the All Sports court which would be planted soon.

Action:

SR to liaise with TWiG regarding the nature hedging management plan.

i) Village Hall (CB)

Discussion points:

May Fair preparations were underway.

Volunteers were needed to erect and take down stalls.

Report from meeting with Village Hall Committee, PC and EHDC representatives had been circulated.

Proposals were made to increase the annual rent for the play area from £10 to £50 and also fund grass cutting costs.

These were approved unanimously.

Action:

Clerk to liaise with Village Hall regarding approved proposals.

j) Projects & Events

i. Workhouse Lane Car Park: to discuss charging fees/voluntary payments (CB)

Discussion points:

Proposal to install a printed sign with QR code for online payments.; need to investigate payment systems and fraud prevention.

Potential to use proceeds for War Memorial upkeep and The Meon River.

Consideration of public toilets was revisited.

Action:

SRound to look at near by carparks and identify payment system used.

Agenda item for May

ii. Litter Pick (JS)

Discussion points:

Proposed date 17 May.

Hall to be booked.

Due to EHDC being unable to provide pickers and hi-vis jackets the PC had purchased these.

Norse to be informed for rubbish collection.

Action:

JS to finalise date.

Clerk to book hall.
JS to inform Norse for collection arrangements.

iii. Parish Award: to discuss suggestions (MA)
Discussion points:
Suggested nominees for award were discussed and agreed.

Action:
MA to coordinate award nomination.

iv. APA: to confirm plans (MA)
Discussion points:
Speaker had been confirmed.
Notice to appear in the Meon Matters.
Posters to be put up a week in advance.
TTD to supply cheese and wine.

k) Neighbourhood Watch liaison (MA)
Discussion points:
Suggestions welcome.

7. County/District Councillor Report: Cllr Mocatta
Cllr Mocatta's report had been circulated in advance.

8. Planning Report by Chair of the Planning Committee (SR)
Cllr Ridgeon presented the Planning Committee report which had been circulated prior to the meeting. (Appendix B)

9. Items for the next agenda
Allotments

10. Next meeting: APA Monday 27 April 2026 at 18:30.

There being no further business the meeting was closed at 20:35
Signed:

Date:

EMPC Finance Report

Mar-26

Below is a summary of Actual vs Budget 2025/2026

Summary of Cost Centres - Payment

	Actual	Budget	Variance
Administration	£ 18,684.58	£ 21,117.32	£ 2,432.74
Capital/Improvements	£ 2,365.00	£ 4,000.00	£ 1,635.00
Defibrillators	£ 525.00	£ -	-£ 525.00
EHDC Cllr Grant	£ 150.00	£ -	-£ 150.00
FM Car Park	£ -	£ -	£ -
FM Allotments Water	£ 303.51	£ -	-£ 303.51
Grants/Donations	£ 600.00	£ 900.00	£ 300.00
Kews Meadow	£ 6,208.34	£ 3,760.00	-£ 2,448.34
Parish Land	£ 5,627.50	£ 9,350.00	£ 3,722.50
Play Equipment	£ 554.00	£ 1,700.00	£ 1,146.00
WH Lane Allotments	£ -	£ -	£ -
CiL Monies	£ 11,669.00	£ 69,792.96	£ 58,123.96
Total	£ 46,686.93	£ 110,620.28	£ 63,933.35
VAT	£ 1,683.89		

Summary of Cost Centres - Receipts

Bank Interest	£ 3,164.10	£ 2,000.00	£ 1,164.10
Defibrillators	£ 525.00	£ -	£ 525.00
Precept	£ 34,526.00	£ 34,526.00	£ -
EHDC Cllr Grant	£ 1,150.00	£ -	£ 1,150.00
Grants (Other)	£ -	£ -	£ -
CiL Monies	£ 34,255.16	£ -	£ 34,255.16
FM Car Park	£ 250.00	£ 400.00	-£ 150.00
FM Allotments	£ 360.00	£ 360.00	£ -
WH Lane Allotments	£ 450.00	£ 450.00	£ -
All Sports Pavilion Income	£ 1,190.00	£ 1,000.00	£ 190.00
Total	£ 75,870.26	£ 38,736.00	£ 37,134.26
VAT	£ 2,413.88		
Total CiL Monies Held to date	£ 71,674.36		

Bank Account Balances 09/03/2026	
HSBC Current	£ 1,019.68
HSBC Business	£ 59,248.27
HSBC Money Market - Fixed 1 Year	£ 40,000.00
HSBC Money Market - Fixed 6 Months	£ -
Unity Trust Current	£ 416.80
Unity Trust Instant Access	£ 14,896.33
Total	£ 115,581.08
CiL Monies	£ 71,674.36
Reserves Total	£ 43,906.72

Matured 29/12/2025

Payments 20 January - 9 March 2026

Appendix A

Organisation	Amount	Date Paid
Clerk - Salary	£ 856.04	31.01.2026
HMRC - PAYE	£ 36.80	31.01.2026
HMRC - Employer NI	£ 71.38	31.01.2026
HugoFox - Email Accounts	£ 20.99	04.02.2026
Royal Mail - PO Box	£ 445.80	12.02.2026
VH Hire - Meeting	£ 30.00	12.02.2026
VH Hire - Meeting	£ 10.00	12.02.2026
EMCC - Decking	£ 2,365.00	16.02.2026
SSE - All Sports Pavilion Electricity	£ 3.49	17.02.2026
Clerk - Printer Ink	£ 50.00	23.02.2026
Aztec - Laptop Back up	£ 27.08	23.02.2026
HMRC - PAYE	£ 36.80	23.02.2026
HMRC - Employer NI	£ 71.38	23.02.2026
Clerk - Salary	£ 856.04	28.02.2026
Clerk - Expenses	£ 63.03	03.03.2026
HugoFox - Email Accounts	£ 20.99	04.03.2026
Total	£ 4,964.82	

Receipts 20 January - 9 March 2026

HSBC - Bank Interest	£ 68.39	22.01.2026
EHDC Cllr Grant - Fingerpost refurb	£ 1,000.00	12.02.2026
FM Car Park Fees x 4	£ 200.00	18.02.2026
HSBC - Bank Interest	£ 70.18	22.02.2026
Total	£ 1,338.57	

Planning Applications since previous Parish Council Meeting

Ref Number	Address	Application for...	PC comment(s)
SDNP/26/00053/TCA	The White Cottage, High Street	Reduction and pruning of various trees	No objection
SDNP/26/00073/TPO	7 Leydene Park	Fell 20 trees, 5 under TPO	Not enough information provided re condition of trees
SDNP/25/05108/FUL	Lower Farm, Clanfield Road	Change of use of an agricultural barn to flexible B8/E(g)(iii) use class and removal of restriction of commercial building to be used as flexible B8/E(g)(iii) use class	No objection + comments
SDNP/26/00429/TCA	1A Westbrook Cottages, High St.	Prune flowering cherry	No objection
SDNP/26/00518/HOUS	Glebe House, Church Lane	Extension to boot room, front porch, replacement of sitting room extension and addition to outbuilding.	No objection + comments
SDNP/26/00516/HOUS	Rosewood, 3 Hyden Wood	Side and rear extension together with ground floor link to existing garage and first floor extension to existing landing.	No objection + comment
SDNP/26/00639/FUL	Land East of Pastures Farm, Clanfield Road	Change of use of agricultural land to use as 2 nd Paw Paddock site	No objection + comments

Planning Appeals in progress

Appeal address	Application under appeal	Date of appeal	Status
Riplington Barn, West Meon Road	Conversion and re-use of redundant agricultural building as a dwelling	April 2025	In progress